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ADPP 120-81

23 June 1981

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

FROM:

AD/PP/OF

SUBJECT: Building Requirements

REF: ODP 81-731, 9 June 1981

To assist in defining the scope of the building required to house Agency elements outside the current Agency compound, the Office of Finance is providing answers to the questions contained in the attachment to reference.

a. Are there components of the Office of Finance, located outside the Agency compound, that should not move to Langley?

Ans: All Finance components located at Key and Ames Buildings should be moved to Langley. It is possible that six (6) positions from [] will also be transferred to Central Finance.

b. Elements not covered by planning assumption that should move to Langley?

Ans: None.

c. Estimates of Office of Finance ceiling for -

Central Office
(Key & Ames)
all other

It should be noted that the use of the designation, central office, is our way of designating that portion of our career service (approximately 50%) that comes under the position ceiling assigned to the office [] A little over half of our career designees hold positions under other components ceilings.

Organizational areas of expected growth/reduction?

Ans: Some centralization of functions will require more space within the central Office of Finance. With at

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least three (3) times more terminals (see d below) in 1987 then we currently have and the possibility of installing more micro and mini computers, space and special electrical and communications requirements will be needed.

d. Describe machine support expected by?

	<u>1987</u>	<u>2000</u>
terminals	60	150
processors	6	6
special purpose centers	2*	2
storage capacities	3**	3

* one special room for mini-computer installation and any other equipment needing special conditions. A special training room for micro's providing computer assisted instruction and video training capability.

** three separate areas, one controlled area for storage of certain code word and special sensitivity documents, one open area for documents that must be retained for certain periods of time and be available either in hard copy or microfilm. This latter area would also provide, via special terminals, the ability to read documents by finance personnel in offices within Central Finance and at other offices within and outside the Langley compound. Another area would be a vault for 'safeguarding' funds and commodity assets. *It would also be expected that certain areas of Finance would be secure areas with alarm systems*.

e. New technologies being considered that may present unique requirements?

Ans:

1. The currently pending AIM system will require unique requirements.

2. The heavy use of computer terminals and other electronic equipment will require sufficient dedicated electrical and communication lines.

3. Because a good portion of our work requires communication with field installations we must consider the need for on-line, real time, communications capability with all field installations.

4. (See d above), The capability via a system to access microform holdings in a storage area by other offices in the Central Finance area and by other Finance officers located at the Langley compound or at foreign field installations.

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5. The LIMS effort and a new PAY system will require close communication possibly on a real time basis, with other Agency components. Also some centralization will derive from automating manual effort currently accomplished at a number of locations. In order to accomplish functions such as vendor payment, bi-weekly salary payment, audit, approval, and certification it will be necessary to have the best available communication capability.



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